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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive, CIA

FROM : Assistant Director, RE

SUBJECT: Assignment of clerical personnel to CIA offices

DATE: 26 October 1950

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1. This office is encountering continuously increasing difficulty in obtaining recognition of and action on its clerical recruitment needs. The Table of Organization strength of this office has been adjusted from time to time during the past two years to provide a minimum of clerical positions in relation to the overall strength as deemed essential to the intelligence production requirements. Currently the Table of Organization strength of the Office of Reports and Estimates is departmental positions plus 27 positions filled by Department of Defense officers. The status, this date, of the departmental personnel situation in this office is as follows:

	<u>Professional Positions</u>	<u>Clerical Positions</u>	<u>Other Positions</u>
Filled			
Vacant			
TOTAL			

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2. Recruitment of clerical personnel for this office during the past seven months is summarized as follows:

Clerical vacancies as of 1 April 1950 - 18

Separations
Resignations and Transfers

Apr	-	1
May	-	5
Jun	-	4
Jul	-	4
Aug	-	5
Sep	-	6
Oct	-	<u>6</u>

TOTAL 31

Entered on Duty

Apr	-	1
May	-	2
Jun	-	1
Jul	-	2
Aug	-	12
Sep	-	9
Oct	-	<u>1</u>

TOTAL 28

Clerical vacancies as of 22 October 1950 - 21
(8 additional vacancies are anticipated in the near future.)

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3. It is understood that a recently announced policy of the Personnel Division indicates that recruits in the clerical grades will be allocated on the basis of 90% to OPC and OSO, and 10% to OCD, OO, OSI, ORE, and the Administrative Staffs of CIA. It is further understood that this decision is based on the percentage comparison of existing vacancies. There is no indication that a realistic appraisal of the intelligence production requirements of the several offices was made, or that the number of professional personnel on duty requiring the support of clerical personnel for the normal operations of their assigned responsibilities was submitted as a factor in assigning this allocation priority.

4. It is recommended that the present allocation policy be reviewed in the light of CIA's overall requirements for intelligence production. It is considered that an acceptable policy under these conditions would provide this office with replacements for normal attrition and some measure of relief from the continuous 12% shortage of clerical personnel which seriously handicaps the operations and production of this office.

[Redacted Signature Box]

/ THEODORE BABBITT

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